



SC-PAY GRADE 10

## **DIGITAL SERVICES LIBRARIAN**

### **DUTIES AND FEATURES OF THE CLASS:**

This is a responsible technical and public services librarian position centered on key areas regarding digital landscape, including but not limited to website design/management, the statewide bibliographic catalog database for the library consortium and social media. This position is invested with making creative and technical decisions machine-readable bibliographic records and digital library collections according to nationally accepted technical standards. Work is subject to administrative review by the County Librarian. Personnel in this position may be required to work evenings, holidays, and weekends (including Sundays) as the library schedule may require. Work requires that the employee have knowledge, skill, and ability in every phase of the public library field.

### **EXAMPLES OF WORK:**

Responsible for supervising the online catalog system, catalog entry and related cataloging and bibliographic services for the library consortium; responsible for the development and maintenance of digital objects and services and database management; oversees the cataloging, record editing data entry operations; plans, implements and supports projects to advance the integration of digital library applications and collections into the Delaware Library Catalog and the Sussex County Department of Libraries (SCDOL) website; builds/maintains SCDOL web presence via the website and social media; works collaboratively and consultatively with Information Technology departments at the county and state level; serves as a technical and subject-matter resource; participates in in-service training, attends meetings, workshops and conferences, reads professional literature to maintain awareness of developments in the field of library science, digital services in particular; prepares monthly reports for the division head; monitors production, and takes steps to adjust work effort to meet requirements; attends job related workshops and training sessions; conducts training of consortia member library staff when necessary; assists with answering the telephone for the department; maintains procedural manuals.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of principles, theories, procedures, and concepts of library science; knowledge of principles and practices of library cataloging; knowledge of contemporary bibliographic-maintenance standards and best practices, including MARC (Machine-Readable Cataloging) records, and library automation; knowledge of digital and electronic library services and related applications; knowledge of data and metadata standards prevalent in libraries; knowledge of emergent and best practices, standards, issues and trends relating to digital initiatives in the library environment; ability to operate desktop computers, laptops and a variety of handheld electronic devices; ability to learn and evaluate new technologies quickly; ability to catalog a wide variety of library materials; ability to produce written documentation; ability to prioritize work; ability to maintain records, prepare reports, maintain databases, and create spreadsheets; ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public; ability to follow procedures consistently and pay close attention to detail; ability to concentrate and handle multiple tasks/projects in a busy environment; ability to endure prolonged sitting and computer use; ability to meet deadlines.

### **QUALIFICATIONS:**

Minimum of a Bachelor's Degree in Library/Information Sciences or related field, Master's Degree preferred. Excellent oral and written communication skills; advanced knowledge of: Internet searches/navigation, Microsoft Office (Word, Excel, Outlook); basic computer troubleshooting.

### **ADDITIONAL REQUIREMENTS:**

- Direct Deposit required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license
- 35 hour work week
- Must be willing to work nights & weekends